ORANGEDROP

Program Guide

Battery Incentive Program

This edition: July 2013

Makethedrop.ca

Thinking beyond the box
Stewardship Ontario

This manual describes the registration, approval process & incentive program for Transporters and Processors of Single-Use Dry Cell Batteries in Ontario

Resources

Approved MHSW Rules
http://www.stewardshipontario.ca/stewards/mhsw/rules

Stewardship Ontario Vendor Standards
http://www.stewardshipontario.ca/service-providers-municipalities-orange-drop/

Environmental Audit Checklist
http://www.stewardshipontario.ca/download/audit-checklist/

List of Third Party Auditors
http://www.stewardshipontario.ca/service-providers-municipalities-orange-drop/

Need help? Have comments or feedback?

Please contact Stewardship Ontario serviceprovider@stewardshipontario.ca or call 1-888-288-3360

About the Battery Incentive Program

The collection, transportation and processing of Municipal Hazardous or Special Waste (MHSW) batteries (single-use dry cell batteries) as of February 1, 2011 is managed for designated collection sites as an incentive program by Stewardship Ontario.

The incentive program is designed to effectively and efficiently increase the diversion of obligated batteries to achieve the collection and recycling targets for single-use batteries generated in Ontario annually.

About the Orange Drop Program

The Orange Drop Program provides Ontario residents with a free, safe and easy way to dispose of household products that require special handling. Fully funded by industry, this network of convenient drop-off sites accepts nine materials. The objective of the Orange Drop Program is to recover and recycle, or safely dispose of, these materials to ensure they don't end up in landfills, or poured down sewers and drains.

Eighty-four per cent of Ontarians have access to Orange Drop collection sites. Safe disposal of hazardous waste is easier than ever before with drop-off locations situated conveniently in retail stores (paint and/or batteries), municipal recycling depots and special collection events (all household hazardous waste materials), automotive service centres (engine coolant, oil containers, and oil filters), and campgrounds (propane cylinders).

The administration and funding of the Orange Drop Program – the collecting, transporting, processing and responsible handling (recycling and safe disposal) of hazardous and special waste – is 100 per cent funded by the industry stewards that produce and sell those materials and products into the Ontario marketplace.

List of Definitions

MHSW - Municipal Hazardous or Special Waste: Household products that require special care at the end of their useful lives are categorized as MHSW. Stewardship Ontario's objective is to prevent these materials from entering the waterways or ending up in landfills, harming our health and our environment.

Stewardship Ontario was directed by the Ontario Minister of the Environment to plan, implement and operate the MHSW Program for the following materials:

- Antifreeze and its containers (containers 30 litres or less)
- Empty lubricating oil containers (30 litres or less)
- Oil filters
- Paints and coatings (including stains and driveway sealers)
- Pesticides and their containers
- Pressurized containers (including propane tanks and cylinders, oxygen and helium tanks)
- Single-use dry cell batteries
- Fertilizers and their containers
- Solvents and their containers (includes thinners for paint, lacquer and contact cement, paint strippers and degreasers)

Consumers are encouraged to bring these materials to collection sites, which may be operated commercially or by municipalities, so that the materials and their packaging can be recycled or disposed of safely.

Single-Use Dry-Cell Batteries: The following single-use dry cell batteries are eligible for collection from the public (consumers as waste generators):
Alkaline-Manganese, Zinc Carbon and Zinc air single-use batteries, Lithium batteries and Button Cells (a variety of chemistries)
Includes battery subcomponents such as case, terminals and markings

For the official definitions as included the Revised MHSW Rules for 2013 refer to page 23.

In general terms these are most commonly the batteries which are used in hearing aids and watches, provided within products such as toys, electronics, remote controls, watches, calculators and greeting cards, and those used for flashlights, smoke detectors, radios, phone and emergency kits.

Note: rechargeable batteries and car batteries are not eligible and are not part of this incentive program.

Battery Recovery Incentive (BRI): A payment model that has been established by Stewardship Ontario to achieve collection/ transportation objectives set by Stewardship Ontario to approved Transporters for the collection, recovery and delivery of batteries to an approved Battery Processor

Battery Processing Incentive (BPI): A payment model that has been established by Stewardship Ontario for the sorting, processing and disposition reporting of batteries in accordance with the MHSW Program Processor Standards

Recycling Effectiveness (RE): The ratio of battery material up-cycled (the practice of recycling to retain original high-quality of materials that can be fully separated and recovered at product's end-of-life in a closed-loop industrial cycle) to the total input of batteries on a dry-weight basis.

Reporting Definitions

Service Provider: A Service Provider is an approved Battery Transporter or Processor.

Contract: Is how your Vendor Master (System Contract) is referred to throughout the Portal and this manual.

Transaction: A single line within your Document that shows that a material was transported or processed, what the material was, the weight, and container type.

Document: Is how a Bill of Lading or other form that details information about the movement or processing of batteries is referred to within the We Recycle Portal.

Document Header: The information entered at the top of the Document Entry Screen. This includes the contract number, document number, the dates of pick-up and delivery; originating site address; destination site address.

Report: Can be a completed Document or a group of completed Documents that are ready for submission.

Submission: A completed Report, once sent into Stewardship Ontario (or "submitted") is what is referred to as your "Submission."

Becoming an Approved Transporter or Processor

1. Establish a primary contact at your organization. This person will be Stewardship Ontario's main point person during the approval process and beyond. ..... Page 4

2. Apply online to become a registered Transporter or Processor. If application is accepted, process continues as follows:

3. Ensure that your organization complies with Stewardship Ontario's Vendor Standards. ..... Page 5

4. Have an Environmental Audit conducted ..... Page 5

5. Submit your Letter of Compliance to Stewardship Ontario..... Page 6

6. Meet with Stewardship Ontario and host a site visit..... Page 6

7. Receive approval..... Page 6

Roles and responsibilities

Battery Collection Sites offer the public a location to drop-off eligible batteries, free of charge. Collection sites are established by Transporters and agree to follow Collection Scope outlined below.

Transporters are responsible for the collection, transporting and reporting of recovered eligible batteries. Batteries are to be handled in a safe manner from collection sites to an approved Processor. Transporters must be approved by Stewardship Ontario in order to be eligible to receive the Battery Recovery Incentive. Transporters are responsible for establishing agreements with collection sites and approved Processors.

The Participation Guidelines and Responsibilities for Transporters are explained in detail on page 8.

Processors accept eligible batteries for the purpose of recycling to the material-specific end-of-life management requirements. Processors must be approved by Stewardship Ontario in order to be eligible to receive the Battery Processor Incentive. Processors are responsible for establishing agreements with approved Transporters.

The Participation Guidelines and Responsibilities for Processors are explained in detail on page 9.

Collection Scope

Collection Site Activity Must Be:

- Be within the province of Ontario
- Be public-facing and collect only consumer-generated battery waste
- Provide the public with a location for the free drop-off of eligible batteries
- Agree to be published on the Orange Drop website (www.makethedrop.ca) as a collection site
  - If collection activities are being held, then agree to have these publicized
- Collect and temporarily store batteries (until pick-up) in accordance with Ministry of Environment and WHMIS regulations, and any other applicable provincial regulations
  - Temporarily stored batteries awaiting pick-up must be kept secure and accessible for easy pick-up by the Transporter
- Adhere to Collection Standards (http://www.stewardshipontario.ca/download/collection-site-standards), and:
  - Use an Orange Drop-branded collection container (can be co-branded) e.g., pail or box, and display any additional collateral material required to promote the program
  - Refer to www.stewardshipontario.ca for ready-made, Orange Drop branded artwork for collection containers
  - Ensure collection container is kept free of non-designated batteries, other recyclables and garbage
  - Ensure container is visible to the public and kept in a professional and tidy manner
  - Agree that batteries collected under the Orange Drop Program may only be transferred to an approved Stewardship Ontario Transporter

Regarding small quantity industrial, commercial and institutional (IC&I) businesses, the following applies for the Battery Incentive Program:

- **Industrial (manufacturer, brand-owner, first-importer):** not eligible for the incentive program
- **Commercial:** to be approved by Stewardship Ontario in advance by pick-up location
- **Institutional:** eligible for public-facing sites and collection of consumer-generated battery waste only

Stewardship Ontario reserves the following public-facing collection sites as separate from the Battery Incentive Program:

- Municipal: depots, depots events, events-only
- Provincial Parks
- Department of National Defense & First Nation sites
- Return to Retail partners

Prospective Transporters and Processors – Who is eligible

Any organization that deals with the transportation or processing (or both) of single-use dry-cell batteries in the province of Ontario – and meets Stewardship Ontario's requirements – is eligible.

Please see the detailed definition of MHSW Single-Use Dry Cell Batteries on page 23.

Becoming an Approved Battery Transporter or Processor

All Transporters and Processors that wish to handle materials under the Stewardship Ontario Battery Incentive Program must be registered and approved by Stewardship Ontario.
All Transporters and Processors located within the boundaries of Ontario are subject to, and must comply with, all Ontario legislative and regulatory requirements, and with Stewardship Ontario's Vendor Standards.
Transporters and Processors located outside of Ontario must be subject to, and comply with, applicable provincial or state legislative and regulatory requirements. If you are a Transporter delivering batteries to Processors located outside of Ontario, you must also ensure these Processors are registered with Stewardship Ontario.

Registration: Creating an online profile

To become an approved Stewardship Ontario Battery Transporter or Processor, an online registration must be completed.

Visit Stewardship Ontario's *We Recycle* Portal:
https://werecycle.stewardshipontario.ca/irj/portal
Click on "New Registrant"
Create a User ID and provide an e-mail address

You will receive an e-mail with a temporary password and instructions for logging on to the *We Recycle* Portal.

The portal will then guide you through the registration process.

The following information will be requested:

- Company name
- Contact information for a primary and secondary contact as well as an accounting contact
- Whether you would like to offer Transportation or Processing services, or both
- Types of material you will be transporting and/or processing
    - For this program, select "single-use dry cell batteries"

We recommend that you designate an individual in your organization to be a "primary contact" between your company and Stewardship Ontario. The primary contact must have the authority and ability to:

Legal bind or legally represent your organization

Enter into a contract on behalf of your organization

Gather information and reports for work performed as a battery Processor or Transporter

You will receive an e-mail acknowledging receipt of your application and will also be supplied with a preliminary vendor number.

Stewardship Ontario will connect with your primary contact.

If it is determined by your organization and Stewardship Ontario that there is a "good fit" you will be asked to complete the application process.

Application Process

All Transporters and Processors are subject to, and must comply with, Stewardship Ontario's **Vendor Standards**. Facilities located in other provinces or states are subject to, and must comply with, applicable provincial or state legislative and regulatory requirements. Vendor standards can be found at: http://www.stewardshipontario.ca/service-providers-municipalities-orange-drop/

As part of the application process, you will need to supply the following information:

For Transporters

- Number of trucks servicing the program
- Capacity of trucks servicing the program
- Type of transportation containers you will be using
- Freight-equalized zone(s) in which you wish to operate

For Processors

- On-site storage capacity
- Daily processing capacity
- Description of planned recycling process and disposition reporting
- End markets planned for products

Both Transporters and Processors must provide proof of:

- Business license
- General Third Party Public Liability Insurance (Stewardship Ontario must be listed on the policy as an additional insured party)
- Ministry of the Environment issued "Environment Compliance Approval" (ECA), previously referred to as "Certificate of Approval" (C of A), or equivalent, where applicable

Application Process: Environmental Audit Requirements

To become an approved Transporter or Processor, companies must undergo an environmental audit of their operations, and submit a letter of compliance that confirms this audit has been performed. The audit ensures that any approved Automotive Hazardous Waste Transporter, Processor or Sub-Processor is in compliance with a detailed set of requirements.

The audit takes the form of a checklist, and focuses on regulatory compliance and operating standards and procedures, with additional material-specific requirements.

The audit takes the form of a checklist, and focuses on regulatory compliance and operating standards and procedures, with additional material-specific requirements.

New Transporters and Processors must perform the audit before they are approved
Existing Transporters and Processors must perform the audit by January 1 of each calendar year in order to remain an approved Stewardship Ontario service provider

Existing and prospective service providers have the option of conducting the audit in one of two ways:

- Conducting the environmental audit internally, or
- Engaging external third party auditors.

Stewardship Ontario does not have a preference of whether the audit is conducted internally or externally, and the chosen method will have no bearing on the outcome of the approval process.

The Audit Checklist can be downloaded here:
http://www.stewardshipontario.ca/download/audit-checklist/

Application Process: Letter of Compliance

After the audit is performed, Transporters and Processors must prepare and submit a Letter of Compliance that contains the following elements:

- Certifies that the company meets Stewardship Ontario's terms and conditions, including applicable Vendor Standards
- Indicates that the company meets all applicable legislation
- Outlines the methodology used to perform the environmental audit and assess compliance
- Signed by an officer of the company and may be co-signed by the company's environmental compliance officer

All participating service providers must supply a Letter of Compliance to Stewardship Ontario by March 1 of each calendar year. See page 22 for a sample letter.

Letter of Compliance: Submission Procedure

Please forward your letter by Canada Post, e-mail or upload to We Recycle, addressed to:

Program Administrator
Stewardship Ontario
1 St. Clair Ave. W., 7th Floor, Toronto, ON
M4V 1K6

A sample of this letter is shown on page 22.

Review of Application and Approval

Upon submission of all requested documentation, Stewardship Ontario will confirm receipt within five (5) business days. Following this, your company's information will be reviewed and a site visit and meeting will be scheduled to complete the review process. After the site visit and meeting you will be notified of the approval decision within five (5) business days.

Stewardship Ontario maintains a list of registered and approved Transporters and Processors. This list is updated regularly, and posted on Stewardship Ontario's website so that collectors of Automotive Hazardous Waste may contact you for business purposes. The list can be viewed at: http://www.stewardshipontario.ca/service-providers-municipalities-orange-drop/

Program Confidentiality

Under the Battery Incentive Program, information with respect to specific generators and/or collection facilities, Transporters and Processors will be kept confidential. The volume of batteries collected and diverted and the financial reimbursement to individual Transporters and Processors will not be disclosed. Aggregated results will be reported.

Only the company name and contact information of service providers and collection sites will be shared online.

Incentives and Payment Guidelines

The Incentive Model

Post-collection, there are two operational aspects to the Battery Incentive Program:

- A single-use Battery Recovery Incentive (BRI) payable to any Stewardship Ontario approved Transporter for arranging for the collection, recovery and delivery of batteries to an approved Stewardship Ontario battery Processor
- A single-use Battery Processing Incentive (BPI) payable to any Stewardship Ontario approved Processor for the sorting, processing and disposition reporting of batteries in accordance with the MHSW Program Processor Standards

Battery Recovery Incentive (BRI)

For collecting, recovering and transporting eligible batteries to an approved Stewardship Ontario battery Processor

Material	***Transportation*** Incentive Rates by Zone (plus, fuel surcharge)								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
Single-use Dry Cell Batteries ($/Kg)	$1.3604	$1.4399	$1.4399	$1.4664	$1.4929	$1.4929	$3.4452	$1.3602	$1.4488

Note: BRI rate is subject to change quarterly based on progress to 20 per cent diversion target.

***Refer to the map on page 23 of this document.**

Battery Processing Incentive (BPI)

For sorting, processing and diversion reporting of eligible batteries received from an approved Stewardship Ontario battery Transporter

Single-use Dry Cell Batteries ($/Kg)	$1.24

**This incentive includes 30 cents for sorting. If your company chooses to outsource the sorting, as Processor you will still receive $1.24/Kg and are obligated to pay for the outsourced sorting yourself.*

Note: BPI rate is fixed for a calendar year and will not change based on progress to 20% diversion target.

Payment Process: The Battery Incentive Program is for single-use dry cell batteries. As noted in the Collection Standards "Collection container must be marked 'single-use batteries only' and kept free of non-designated batteries, other recyclables and garbage."

It is likely that some non-eligible batteries and "garbage" will be transported to the Processor as the public and the collectors may not diligently adhere to this restriction. The Battery Incentive Program will accept a small tolerance of non-eligible batteries without financial penalty to the Transporter. If a greater amount is realized when sorted by the Processor, then a penalty in relationship to the shipment weight will be assessed:

Tolerance: 10%

Penalty: cost of non-eligible processing + 3%

Please refer to the Reporting and Contracts section which begins on page 12 of this guide.

Transporters: Participation Guidelines and Responsibilities

Approved battery Transporters may establish a transportation agreement with any existing battery collector or may work to establish and set-up collection sites and activities.

Approved Transporters may establish a processing agreement with any battery Processor registered with Stewardship Ontario.

In other words, ***contracts or agreements to transport and process batteries from collection sites are negotiated independently by service providers and are not part of Stewardship Ontario's incentive program model or part of our mandate.***

Upon approval by Stewardship Ontario, Transporters will be able to participate in the Battery Incentive Program and will be eligible for the financial incentive for the recovery of designated batteries.

Please refer to Stewardship Ontario's Transportation Standards: http://www.stewardshipontario.ca/download/transportation-standards/

In addition to the standards, Transporters are responsible for the following:

- Collection
- Transportation
- Reporting

Collection

Please refer to the Collection Scope outlined on page 3.

The Transporter is responsible for:

- Identifying and setting up collection sites and collection activities
- Providing collection containers and managing collections to program standards
- Recording and reporting collection sites and collection activities
- Picking up designated batteries free of charge
- Consolidating and/or storing batteries for a limited amount of time in accordance with Ministry of Environment "Environment Compliance Approval" (ECA) and WHMIS regulations, and any other applicable provincial regulations
- Batteries from collection containers can be consolidated into drums by employees who have received training in proper procedures for:
    - Identifying battery chemistries
    - Handling leaking or corrosive batteries
    - Identifying and handling batteries containing mercury, and
    - Handling unidentified batteries
- Certifying that the batteries transported originated in Ontario from the public (consumer as waste generator)

Transportation

The Transporter is responsible for the flow of designated batteries from the collection site and/or collection activity to an approved Stewardship Ontario Processor. All approved Processors will be posted on www.stewardshipontario.ca.

The Transporter is required to:

- Weigh outbound batteries in Kilograms and report on weight by shipment to Processor
- Record location of each collection site or collection activity by shipment to Processor
    - Transportation may also occur by courier for small quantities – same recording of location required
- Ensure necessary Ontario Ministry of the Environment approvals for the movement of waste under the Transportation of Dangerous Goods Act (TDGA) if consolidating and/or storing batteries for any amount of time
    - Storage containers must be UN-approved (as per Stewardship Ontario Vendor Standards)
- Record drop-off location to Processor by shipment
    - Goal is to be able to track and report the entire chain of custody and have it available for auditor verification

Reporting

Follow the reporting guidelines which begin on page 11 of this guide.

Cross Border Movement of Batteries

Stewardship Ontario's mandate is to effectively and efficiently increase the diversion of obligated batteries in the province to achieve the diversion target of 20 per cent of the single-use batteries generated in Ontario annually.

It is not Stewardship Ontario's intention to restrict the movement of batteries to approved processing locations which, from an economic perspective, make good business sense. Therefore, Stewardship Ontario will not restrict Transporters from transporting batteries to approved processing facilities in other North American jurisdictions or abroad

Transporters wishing to use an out-of-province Processor must ensure that the Processor is registered with Stewardship Ontario. The out-of-province Processor must register with Stewardship Ontario by creating an online profile (as described in this manual on page 11) and provide a Letter of Compliance verifying that all requirements of their governing jurisdiction have been met and they are subject to a site audit prior to approval

Processors: Participation Guidelines and Responsibilities

Upon approval by Stewardship Ontario, Processors will be able to participate in the Battery Incentive Program and will be eligible for the financial incentive for the processing of eligible batteries.

Please refer to Stewardship Ontario's Processor Standards: http://www.stewardshipontario.ca/download/processor-standards/

In addition to the Standards, the Processor is responsible for the following:

- Sorting
- Processing
- Diversion reporting

Sorting

The Battery Processing Incentive (BPI) of $1.24/Kg includes the 30 cent fee for sorting the batteries received from an approved Stewardship Ontario Transporter.

To properly track and record the flow of batteries in this program, and to receive payment for the processing of batteries, the Processor must:

- Report the weight (in kilograms) received in each shipment from a Transporter
- Sort the batteries and subtract the weight of the non-eligible batteries (and other non-eligible materials such as recyclables and garbage) from the eligible single-use dry cell batteries
- Report the percentage of each shipment that was comprised of eligible batteries

For example: 3,000 kg shipment received – 100 Kg of "garbage" within shipment = 2,900 Kg of eligible batteries – 96.7 per cent of this shipment was eligible batteries.

Processing

The MHSW Program Processor Standards must be fully adhered to:

- General Requirements
- Occupational Health and Safety
- Environmental Standards
- Material-Specific End-of-Life Management Requirements

Diversion Reporting

http://www.stewardshipontario.ca/service-providers-municipalities-orange-drop/diversion-reporting/

The *We Recycle* Portal

Stewardship Ontario's *We Recycle* Portal exists to make submitting your reports easy.

The portal enables Stewardship Ontario to use your reports to manage service provider payments, track the movement of batteries, identify collection sites and analyze data.

This document will guide you through the submission of a report via the *We Recycle* Portal.

We hope that you find the portal easy to use. We welcome any comments you might have on the system. If you should have any questions at any point please contact us at serviceprovider@stewardshipontario.ca.

This guide and use of the *We Recycle* Portal is for **Approved** Battery Transporters and Processors.

Logging-in to the *We Recycle* Portal

- When you registered as a battery Transporter or Processor, your company's primary contact received a User ID and temporary password from Stewardship Ontario via e-mail
- Go to the We Recycle Portal https://werecycle.stewardshipontario.ca
- Log-in using the User ID and temporary password assigned to you
- The system will prompt you to change your password to one of your choosing
- After you have changed your password, you will be taken to the Reporting home page. YOU CAN ONLY COMPLETE A REPORT AFTER YOU HAVE BEEN APPROVED AS A SERVICE PROVIDER
  - If you cannot remember your password, please click on "Get Support" at the bottom of the page
  - If you cannot remember your User ID, please contact us at 1-888-288-3360, or via e-mail at serviceprovider@stewardshipontario.ca

General Tips for Navigating *We Recycle*

- The navigation bar that appears at the top of each page of We Recycle is shown above
- Any time you would like to reference information on the Stewardship Ontario website, click on the link in the navigation bar. This will take you to Stewardship Ontario's home page. When you close or reduce the Stewardship Ontario website window, you will return to the last *We Recycle* page you were working on
- Frequently "Save" your information throughout your session. The Portal will "time-out" if left unused for a period of time and any unsaved data will be lost.
- Once you have completed your session on the *We Recycle* Portal you must "Log Off" to safely end your session. The "Log Off" link is in the navigation bar at the top.
- We Recycle functions with most popular web browsers including Internet Explorer versions 7 & 8 and Mozilla Firefox.
- It is important that you enable pop-up windows to use the system from *We Recycle* and that our websites are added to your list of "trusted sites." You or a member of your IT personnel may want to consult our Tech Notes http://www.stewardshipontario.ca/serviceproviders/what-we-do/mhswguidebooks for directions on this.

Reporting & Contracts

Once you are an Approved Battery Transporter or Processor, and you are operating within the incentive system or have been awarded a contract for providing services to Stewardship Ontario, you will be required to report your activity regularly.

You must submit reports in order to get paid for any batteries you have managed.

The reporting process is structured around the type of contract you have with Stewardship Ontario. Each company will be issued at least one type of contract:

- **Battery Recovery Incentive (BRI) Contract –** A BRI Contract is a Vendor Master (system contract) issued to Transporters operating under Stewardship Ontario's incentive program. This type of contract is restricted to the transporting of batteries. Transporters are responsible for independently negotiating contracts with collection sites. Incentives are set by material per geographic zone on a per Kilogram or per unit basis which are subject to change as directed by Stewardship Ontario. This type of contract is reported on a transaction-by-transaction basis (e.g., by each pickup of each material at each collection site).

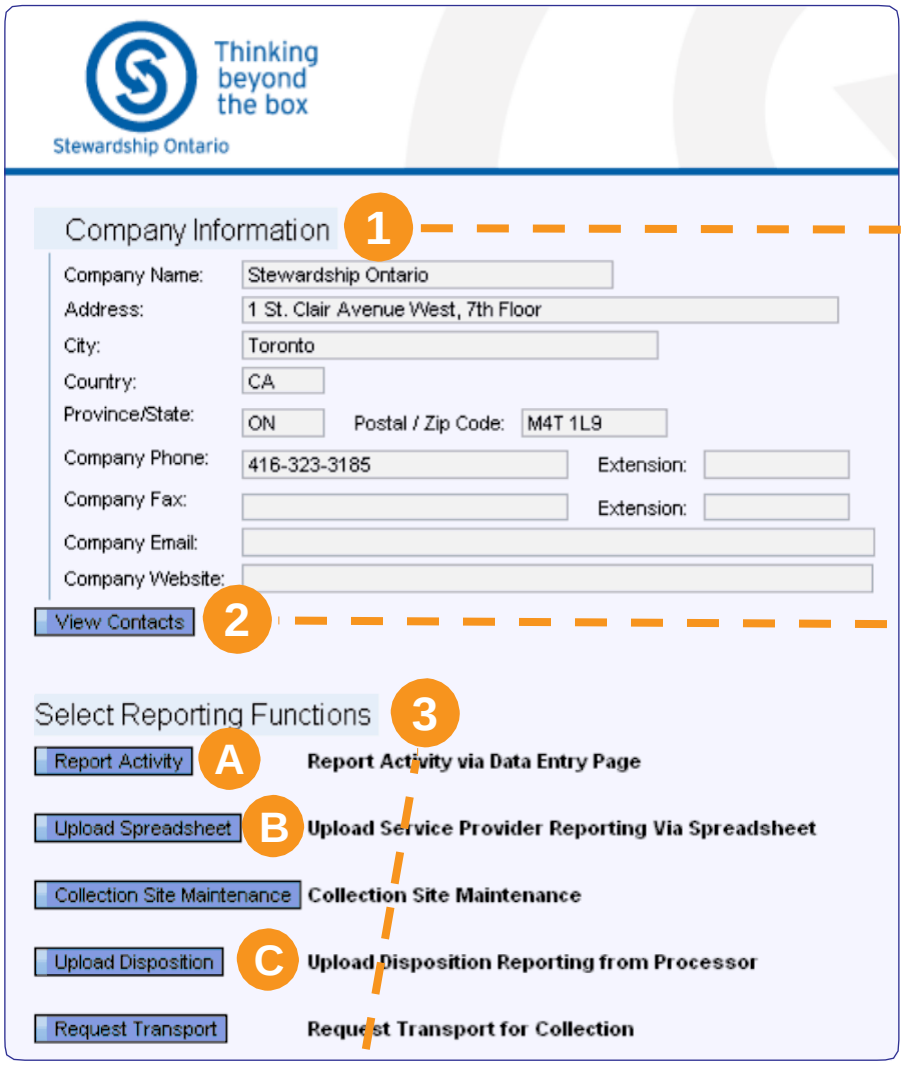
- **Battery Processing Incentive (BPI) Contract –** A BPI Contract is a Vendor Master (system contract) issued to Processors operating under Stewardship Ontario's incentive program. This type of contract is restricted to the processing of batteries. Processors are responsible for independently negotiating contracts with Transporters. Incentives are set on a "per Kilogram" or "per unit" basis which are subject to change as directed by Stewardship Ontario. This type of contract is reported on a transaction-by-transaction basis.

- **Bulk Move Contract –** A Bulk Move Contract is a non-monetary supplement to either a standard or incentive contract. It is issued only to Transporters who are consolidating for future moves to approved Processors. This allows Stewardship Ontario to follow materials through to end-of life.

Both Transporters and Processors may operate under Incentive Contracts. Only Transporters can operate under a Bulk Move Contract. Depending on the scope of your business with Stewardship Ontario, you may have several types of system contracts. These system contracts define the type of materials and containers which you can report the movement of and define the "terms of payment" for each transaction.

We Recycle Home Page

After logging-in [see page 11], you will be taken to the *We Recycle* home page. Here are some of the features and functions of this page that are referred to in the next section.



1 Your company name and contact information will be pre-populated based on the information from your registration and application.

2 Please review your company's contacts by clicking "View Contacts". If any of your information requires updating, please contact us by calling 1-888-288-3360 or via e-mail serviceprovider@stewardshipontario.ca

3 You are able to report your data in different ways:

A Directly enter details for eachdocument online by clicking on "Report Activity" [directions begin on page 14 for this method of reporting]

B Upload a file with all document details into the portal B. "Upload Spreadsheet" (for Transporters) or,

C "Upload Disposition" (for Processors) [Directions begin on page 20 for these methods of reporting]

Direct Entry of Document Details

Transporters

Document Number: The transportation of batteries is tracked using Bills of Lading (BOLs), manifests or equivalent shipping documents. Each document is designed to represent a single transport run. In the We Recycle Portal, these BOLs, or other, are referred to as “Documents.”

Originating Site Address: This is the address of the Collection Site.

Destination Site Address: This is the address of the Processor.

Processors

Document Number: In order to track the processing of batteries, Stewardship Ontario requires a document that can “verify delivery.”

We realize that each Processor has varied business operations. We will work with you through the application process to determine what existing document you currently use for tracking or “control” purposes will satisfy our reporting requirements.

Examples of these types of documents may include:

- Bills of Lading
- Manifests
- Shipping documents
- Purolator/courier bills

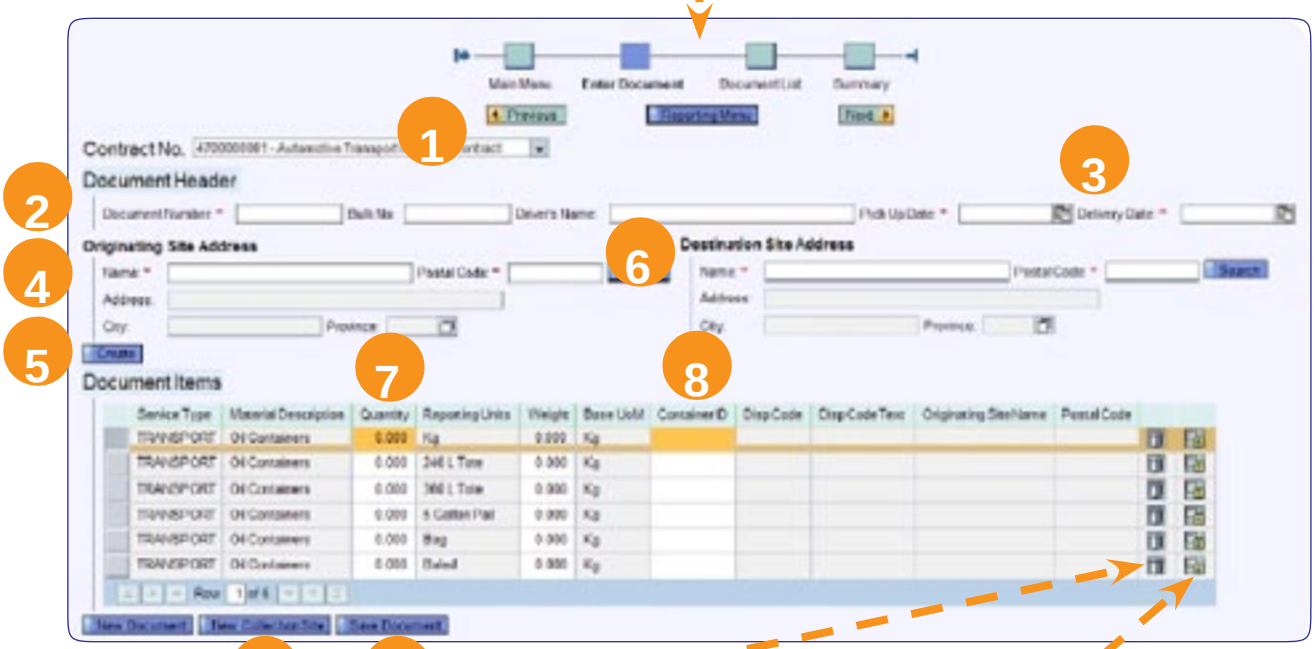
Originating Site Address: This is the address of the Transporter’s business operations.

Destination Site Address: This is the address of the sub-Processor or the final destination location, i.e., secure landfill.

To begin select “Report Activity” on the home page (see 3 on page 13).

You will be taken to the Document Entry Screen (see page 15).

Tip: You can use the "Road Map" at the top of the screen to move back and forth in the document entry process. Just click on the boxes.



Note: You can delete a transaction by clicking the garbage can icon.

Note: You can copy a transaction to a second line by clicking the copy icon.

Document Header and Addresses

1. Select a contract number from the drop down menu.
   - When a contract number has been selected, the table will display the materials, containers/units you are eligible to transport or process according to that contract.
   - If your company has only one contract with Stewardship Ontario, then it will be automatically selected in the drop-down menu.
     - The table under "Document Items" in the example shows the items that a Transporter approved to move batteries under a specific contract, would see.

2. Enter the "Document Number."
   - For Transporters, this is the Bill of Lading or other document number.
   - For Processors, this is the number of your shipping manifest or other agreed upon "control document." (see page 14)
   - The same number can be used for multiple collection sites.

3. Select the "Pick-Up Date" and "Delivery Date" by clicking on the calendar icons to the right of those fields.
   - Note: the "Pick-Up Date" must be earlier or on the same day as the "Delivery Date," and neither date can be in the future.

4. Select the “Originating Site Address” by typing in at least the first letter of the “Name” of the site and the first letter of the “Postal Code.”
   - Click the “Search” button
   - Select the correct Originating Site from the pop-up window which will appear
     - For Transporters, this is the Collection Site
     - For Processors, the Originating Site is the Transporter’s address
     - If the Document is being reported under a Transport Incentive Contract and materials have not been collected from this site before use the directions in Step 5

5. Select the “Destination Site Address” by typing in at least the first letter of the “Name” of the site and the first letter of the “Postal Code.”
   - Click the “Search” button
   - Select the correct Destination Site from the pop-up window which will appear
   - Destination Sites may be Processors, Sub-Processors or final destination location (i.e. secure landfill). All must be approved and registered with Stewardship Ontario.

Document Items – Quantity, Reporting Units, Weight

6. Enter the quantity of containers collected in the transaction that correctly matches the activity, material and container type you are reporting
   - The weight for the waste transported or received must be entered in the weight field. Your entry might look something like this:

Quantity	Reporting Units	Weight	Base UoM
0.000	Kg	0.000	Kg
0.000	Kg	0.000	Kg

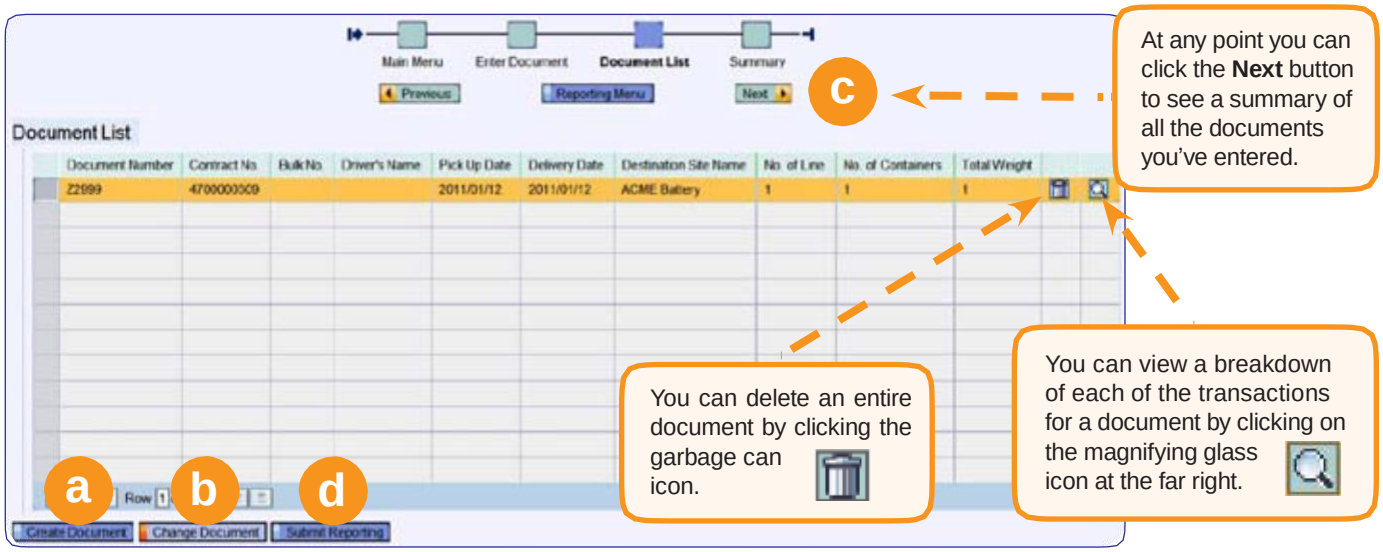
Note: If you are operating under a Standard Contract, you may be collecting under a “per container” agreement, in which case the weight does not have to be provided.

7. If a container has a unique identifying number, then you may enter that number in the “Container ID” field
   - Any transaction with a Container ID entered is limited to a quantity of one (as a group of containers would not have the same ID).

Saving Your Document

8. Once you have entered all of a Document’s transaction details click on “Save Document.”
   - This will save your reporting activity and clear the document header and transactions
   - You can then begin entering a new Document

Document Summary



This Document Summary Screen lists each Document number, the contract number, the driver's name, the pickup and delivery dates, the destination sites, the number of transactions, and the total number of containers and weight transported on a Document.

a Click on "Create Document" to return to entering documents.

b To edit a Document, highlight it in the Document list and then click the "Change Document" button. This will take you back into the Document Entry Screen for that Document and will allow you to alter any of its transactions or details.

Submitting Your Report

Once you are satisfied with the Documents you have entered, you can submit them for review in one of two ways:

c Clicking on the "Next" button; or

d Clicking on the "Submit Reporting" button at the bottom of the list of documents.

A submission confirmation pop-up window will appear, asking you to confirm that you intend to submit these records. If you are ready to submit, click "Confirm," otherwise click "Cancel."

Once submitted, you will not be able to modify these records, so please ensure that all details are correct. Incorrect details will prolong the review of your submission and will hold up payment.

NOTE: *You are encouraged to submit Documents as frequently as you like. Each submission is evaluated upon receipt. Once approved, Purchase Orders will be issued for each submission.*

e Once you click "Confirm," you will be shown a summary of your submission, with an "Inbound Delivery Number."
- Take note of this number, as you will need to refer to it if you are corresponding with Stewardship Ontario about your submission
- You will also be e-mailed a submission acknowledgment
- The attachment to the e-mail will detail the information you entered during your reporting session.

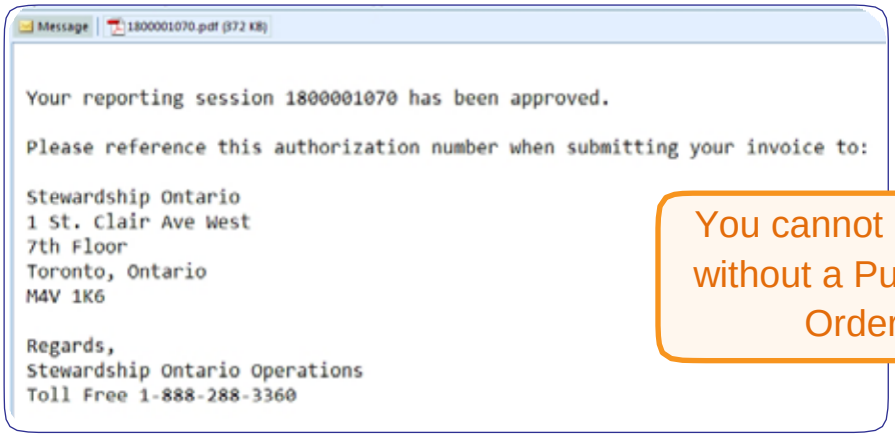
After completing your online submission, you must submit your hard-copy paperwork to Stewardship Ontario:

Program Administrator
Stewardship Ontario
1 St. Clair Ave. W., 7th Floor
Toronto, ON
M4V 1K6

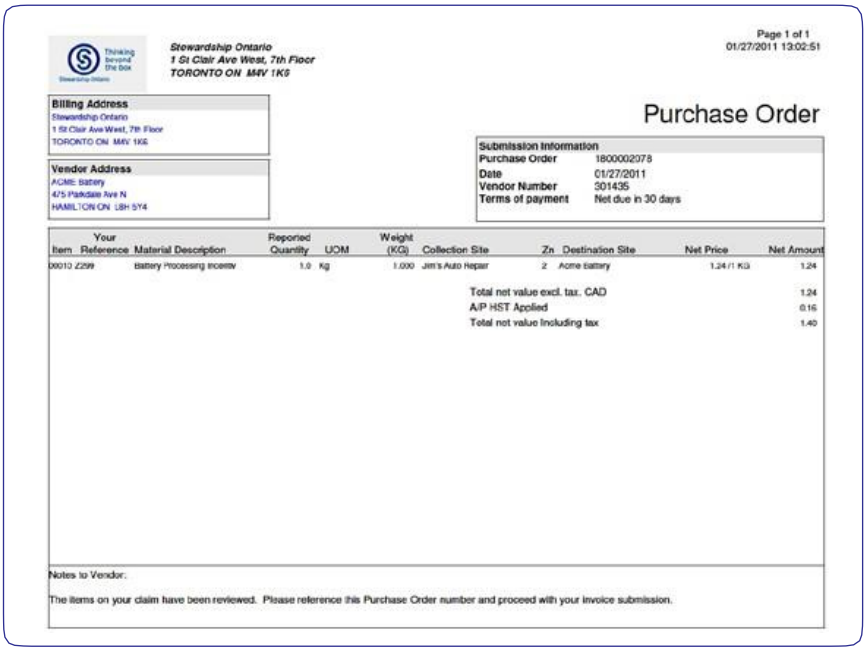
Stewardship Ontario representatives will undertake a thorough review and possible audit of your submission. Any discrepancies will be communicated to your primary contact and may require re-submission of the documents in question in order to rectify.

Invoicing

Once your submission has been approved, you will receive a notification e-mail with invoicing instructions.



Your Purchase Order will be attached to the e-mail and will list your Document numbers and materials that have been approved for invoicing to Stewardship Ontario.



Note: Payment terms are net 30 days upon receipt of invoice.

Uploading Your Data

In order to save you the time of entering each Document into the system manually, the We Recycle Portal also enables Transporters and Processors to upload files with all of a Document's information in it.

To do so, from the We Recycle home page (see page 13):

- If you are a Transporter, select "Upload Spreadsheet"
- If you are a Processor, select "Upload Disposition"

Uploading a Spreadsheet

When you are approved as a Transporter of Processor, you will receive an Excel file of the reporting spreadsheet. A few tips on uploading a spreadsheet:

- You can only report transactions for one contract number per spreadsheet upload.
- Dates on the spreadsheet must be entered as a series of eight digits: ddmmyyyy.
- As with the Direct Entry method, document numbers can be reported on multiple lines, to reflect multiple transactions.

For Battery Recovery Incentive Contract Reporting

The spreadsheet for Transportation Incentive Contracts requires you to enter:

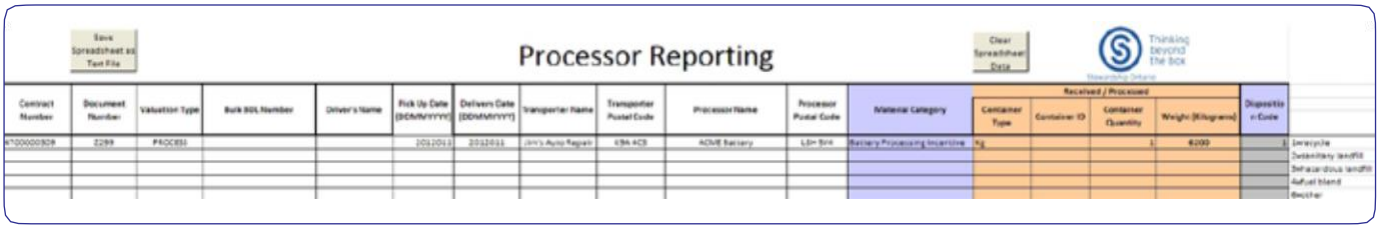
1. Contract number
2. Document number
3. Driver's name
4. Pick-up date
5. Delivery date
6. Collection/originating site name
7. Collection/originating site postal code
8. Destination site/processor name
9. Destination site/processor postal code
10. The material category
11. The container type
12. The quantity
13. The equivalent weight in Kilograms

For Battery Incentive and Bulk Move Contract Reporting Spreadsheet

The disposition reporting spreadsheet does not require you to fill in all the Document header information (e.g. Driver's Name, Pick-Up Date, etc.)

You are required to provide:

1. Pick-up date
2. Delivery date
3. Material type
4. Container type
5. Quantity
6. Equivalent weight
7. Numeric disposition code
8. Downstream site of disposition



Uploading Your Spreadsheet

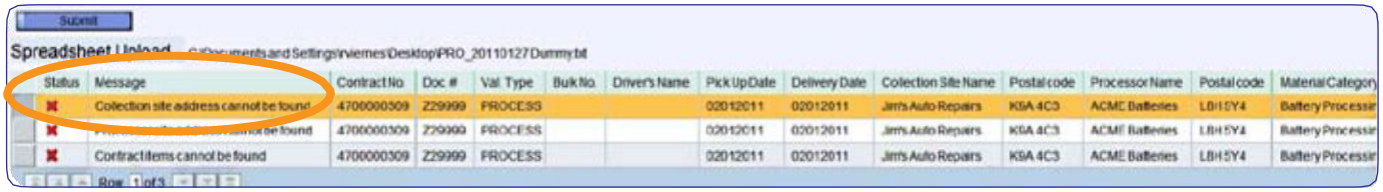
When you have completed populating your spreadsheet, select the "Save Spreadsheet as Text File" button. This will save your file in the format required in order to upload.

Once the file is saved on your computer, you can upload it by selecting the appropriate upload function from the home page. See #3 on the *We Recycle* Home Page (Page 13).

A pop-up window will appear. Click "Browse" to retrieve the file from your hard-drive.

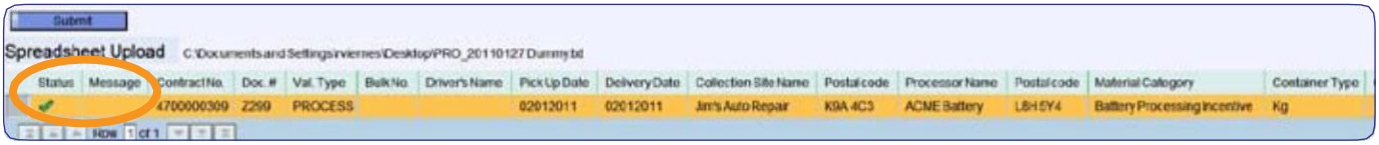
Once you have selected the text file created, click "Upload" to import the file into the We Recycle portal.

The first two columns of the spreadsheet upload table will alert you to the success of the upload. If the "Upload" field has a red X in it, the document has been rejected by the system.



A list of common upload errors and recommended solutions can be found on Pages 25 and 26.

If your spreadsheet is rejected, please go back and correct your documents as directed by the error message in the "Message" field, re-save the file as described above, and click "Upload Spreadsheet Menu." This will take you the upload menu from where you can attempt to upload your spreadsheet again.



If the spreadsheet is accepted, the "Status" field for each document will have a green ✓ in it.

Once your spreadsheet has been accepted, click "Submit."

If for any reason you decide that you do not wish to submit your documents after successfully uploading them, simply navigate back to the main menu and the system will discard the uploaded data.

Note: Once you submit your spreadsheet, it is no longer available for review or edit.
To change your data call Stewardship Ontario:
1-888-288-3360

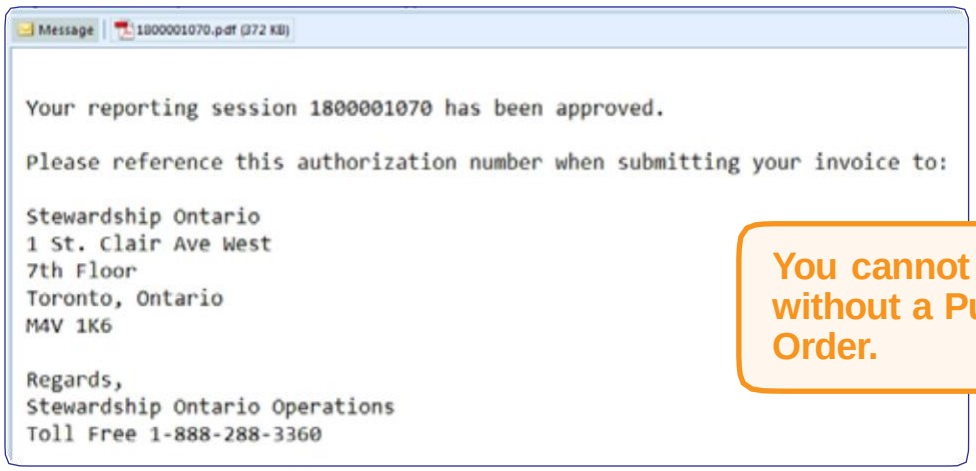
After completing your online submission, you must submit your hard-copy paperwork to Stewardship Ontario:

Program Administrator
Stewardship Ontario
1 St. Clair Ave. W., 7th Floor
Toronto, Ontario
M4V 1K6

Stewardship Ontario representatives will undertake a thorough review and possible audit of your submission. Any discrepancies will be communicated to your primary contact and may require re-submission of the documents in question in order to rectify.

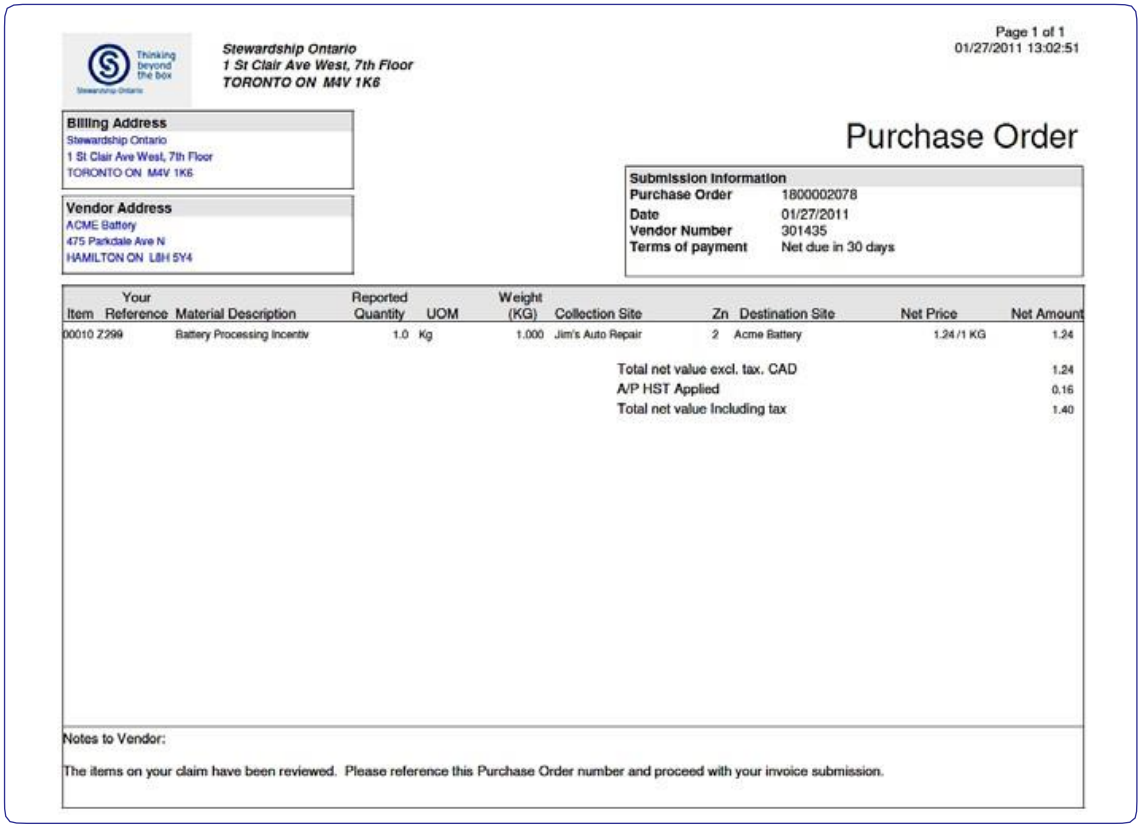
Invoicing

Once your submission has been approved, you will receive a notification e-mail with invoicing instructions.



You cannot invoice without a Purchase Order.

Your Purchase Order will be attached to the e-mail and will list your Document numbers and materials that been approved for invoicing to Stewardship Ontario.



Stewardship Ontario
1 St Clair Ave West, 7th Floor
TORONTO ON M4V 1K6

Page 1 of 1
01/27/2011 13:02:51

Purchase Order

Billing Address
Stewardship Ontario
1 St Clair Ave West, 7th Floor
TORONTO ON M4V 1K6

Vendor Address
ACME Battery
475 Parkdale Ave N
HAMILTON ON L8H 5Y4

Submission Information

Purchase Order	1800002078
Date	01/27/2011
Vendor Number	301435
Terms of payment	Net due in 30 days

Item	Your Reference	Material Description	Reported Quantity	UOM	Weight (KG)	Collection Site	Zn	Destination Site	Net Price	Net Amount
00010	2299	Battery Processing Incentiv	1.0	Kg	1.000	Jim's Auto Repair	2	Acme Battery	1.24 / 1 KG	1.24

Total net value excl. tax, CAD	1.24
A/P HST Applied	0.16
Total net value Including tax	1.40

Notes to Vendor:

The items on your claim have been reviewed. Please reference this Purchase Order number and proceed with your invoice submission.

Note: Payment terms are net 30 days upon receipt of invoice.

Sample Letter of Compliance

A Word template for this letter is available at: http://www.stewardshipontario.ca/download/compliance-letter/

Company Logo & Letterhead

MM/DD/YYYY

Program Administrator
Stewardship Ontario
1 St. Clair Ave. W., 7th Floor
Toronto, Ontario
M4V 1K6

RE: Compliance with Environmental Standards

To Whom It May Concern:

Company X certifies that it meets Stewardship Ontario's operating policies and protocols set out in the MHSW Interim Vendor Standards (as outlined in the Audit Checklist for Transporters and Processors).

Company X additionally certifies that it is in accordance with all applicable federal and provincial environmental regulations.

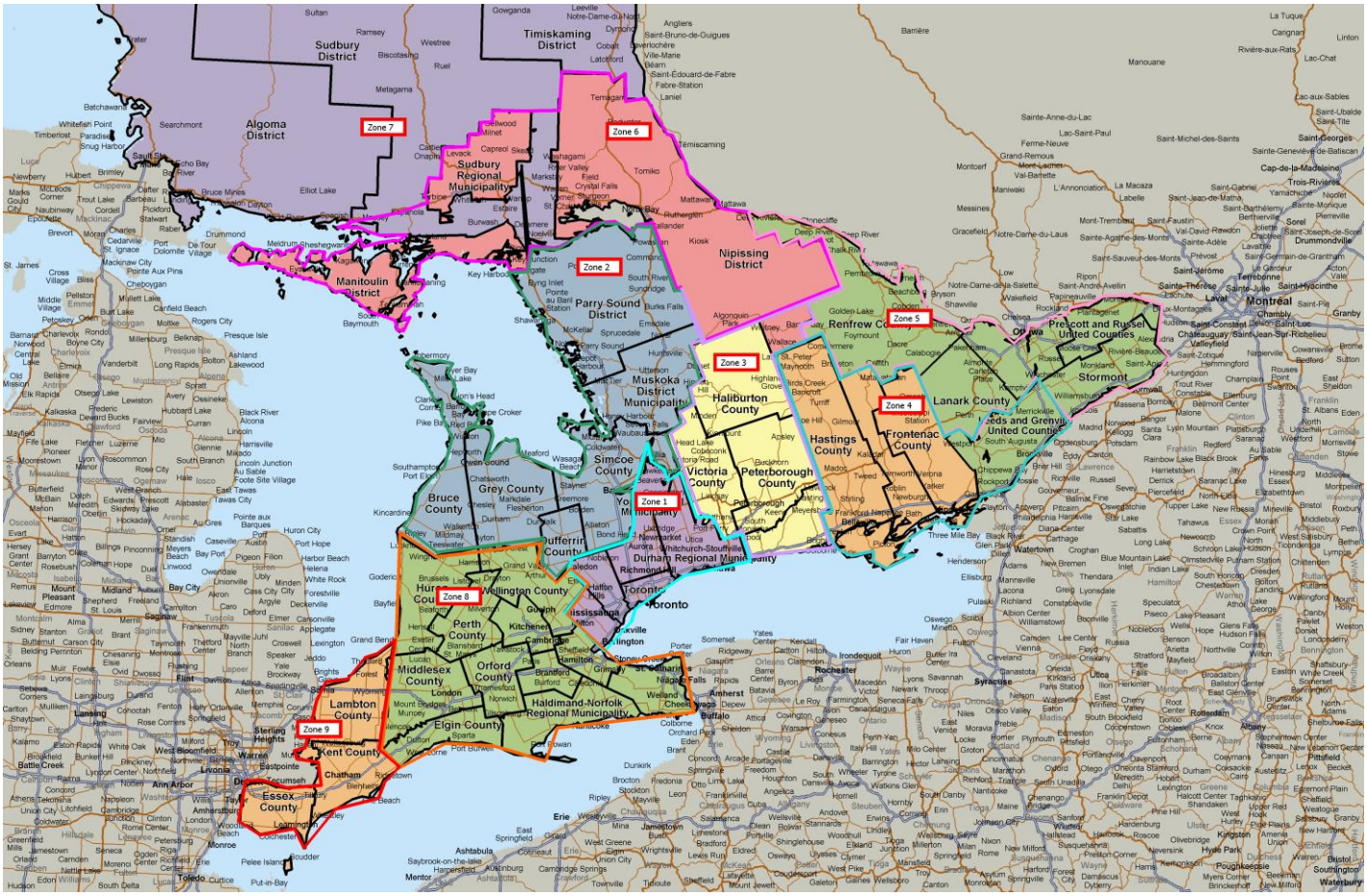
Company representatives conducted a site examination of the facility at address on date. The site examination activities included, for example, an opening meeting, site tour, observations, interviews, documentation review and a closing meeting. Findings and the supporting evidence from the onsite activities were documented on the MHSW Audit checklist and reviewed by x.

Sincerely,

Environmental Compliance Officer

Officer of the Company

Zone Map



SINGLE-USE DRY CELL BATTERIES		
MHSM Definition	**Examples**	**Exclusions**

• Batteries that are one or more cells, including case, terminals and markings. The source of electrical energy is obtained by the direct conversion of chemical energy that is not designed to be charged by any other electrical source.	• Removable batteries according to the following chemistry:
	  ○ Alkaline-Manganese
	  ○ Zinc-Carbon
	  ○ Lithium
	  ○ Button Cell
	  (a variety of chemistries such as those used in hearing aids and watches)
	• Batteries provided within products such as toys, electronics & remote controls
		• Secondary batteries that are designed to be recharged

Common Upload Errors

In this section we have identified common errors received when uploading a Document to the *We Recycle* Portal and suggest possible solutions.

If these solutions are unsuccessful, please contact Stewardship Ontario by e-mail at serviceprovider@stewardshipontario.ca or by phone at 1-888-288-3360.

Error Message	Meaning/Solution
A system transactional error has occurred, please contact Stewardship Ontario support at toll-free: 1-888-288-3360, thank you!	There is a problem with the portal. Contact Stewardship Ontario support at toll-free: 1-888-288-3360.
Maximum allowed file size is 1 mega byte	The file is too large. Break it up into multiple files. Contact Stewardship Ontario if you are unsure of how to do this.
Quantity must be 1 for container ID #	If you enter Container ID #, the quantity cannot exceed one.
File is empty - Please select a valid file	Confirm that you are uploading the correct file (this error message indicates that there is no data in the file).
File must be .txt format	Please follow the procedure on page 12 to convert file into text format (this error message indicates the file is not in the correct format).
Invalid contract	Confirm that the contract number is correct. Please verify that you used the contract number supplied to you by Stewardship Ontario.
Document number cannot be blank	You have omitted a Document number. Please enter it and re-upload the file.
Document already entered	You have entered this Document number in a previous upload.
Pickup date cannot be blank	You have failed to enter a date of pick-up for this document. Please enter one and re-upload the file.
Originating site address cannot be found	Confirm that you have entered the right collection site name and, if so, create the site in the document entry screen if operating under an incentive contract, otherwise, if operating under a standard contract, contact Stewardship Ontario.
Processor site address cannot be found	Confirm that you have entered the right processing site name and, if so, create the site in the document entry screen if operating under an incentive contract, otherwise, if operating under a Standard Contract, contact Stewardship Ontario.
Quantity is invalid	Confirm your quantity has a numeric value.
Quantity cannot be zero	Enter a quantity exceeding zero and re-upload.
Material category cannot be blank	Enter a material in the appropriate field and re-upload.
Container type cannot be blank	Enter a container type in the appropriate field and re-upload.
Contract items cannot be found	Confirm that you have entered the correct contract items (i.e. material, container type) and if so, contact Stewardship Ontario.

Error Message	Meaning/Solution
Weight is invalid	Confirm your weight is a numeric value.
Weight cannot be zero	Enter a quantity exceeding zero and re-upload.
Validity period of contract started on #date#	The date entered for this document is earlier than the commencement date of the contract. Correct and re-upload.
Validity period of contract expired on #date#	The date entered for this document is later than the expiry date of the contract. Correct and re-upload.
Delivery date should not be in the future	Correct the date and re-upload the file.
Disposition code is required	Enter the correct disposition code and re-upload.
Invalid disposition code	The disposition code you have entered is one that is not recognized by the system. Correct and re-upload.

Who is Stewardship Ontario?

Stewardship Ontario is a private, not-for-profit organization that develops, funds and operates Ontario's highly successful recycling programs for printed paper and packaging (Blue Box) and household hazardous and special waste (MHSW) also known as Orange Drop.

Stewardship Ontario collects fees from 'stewards'– the first importers, manufacturers, or brand owners of the packaging or products that end up in curbside blue boxes and recycling carts or that are classified as household hazardous and special waste. These fees help to pay for the costs of collecting, transporting, recycling and safely disposing of waste across the province.

Through Stewardship Ontario, industry stewards provide the province's municipalities with substantial revenue to offset the costs of their recycling programs. Since 2004, Stewardship Ontario has reimbursed municipalities approximately $375 million for the collection, processing and safe disposal of Blue Box and Orange Drop materials.

Waste Diversion Act, 2002

Stewardship Ontario was established under the Corporations Act and was continued under the Waste Diversion Act, 2002. The organization receives no funding from government or taxpayers. Stewardship Ontario is designated in legislation as an "Industry Funding Organization" in order to make it clear that it is the responsibility of industry to fund stewardship programs for various wastes.

Stewardship Ontario is accountable to Waste Diversion Ontario, an agency of the government of Ontario. As such, the organization must meet a series of targets from waste diversion to financial performance. An annual report provides detailed performance results along with an audited financial statement for public review.

For more information visit www.stewardshipontario.ca